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NPIC/D-230-70

27 JUL 1970

MEMORANDUM FOR: NPIC Personnel

SUBJECT : Selection of NPIC Officer to Become Executive Secretary of the IP Career Service Board

1. During the past few months there has been increased emphasis throughout the Federal Government on enlarging the participation, involvement and role of younger officers in the management and decision-making activities of their organizations. The IP Career Service Board has devoted considerable attention to ways that this might be accomplished in NPIC. One opportunity resulting from this review is the decision of the Chairman to appoint a young NPIC officer as Executive Secretary of the IP Career Service Board.

2. This officer will attend all meetings of the Board and will be responsible for preparing the agenda, recording activities, and drafting the minutes. He will also participate in the Board's discussions of the Center's programs and policies affecting career development. The officer chosen for this assignment will perform the Career Service Board responsibilities as an additional duty and will continue to be responsible for his (or her) regular duties.

3. Group and Staff Chiefs are being asked to nominate individuals for this assignment. While any CIA employee of the Center may be considered, there are some general guidelines which indicate the type of applicant who would be expected to make the greatest contribution and receive the maximum benefit from such an opportunity. These include:

- a. CIA staff employee with approximately five or more years service.
- b. Availability to perform this function as an additional duty for 6-12 months.
- c. Age 28-38.

Declass Review by
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